

Notice Number: #15-21

Location: MCB Quantico, VA

Closing Date: 2/9/2021 (11:59:59 PM (EST))

Command & Location: CMC - DC (M&RA)

Grade: GS-15

Job Type: **Counsel, M&RA**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy Office of the General Counsel has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted.

The Office of Counsel for the Commandant of the Marine Corps, as a component part of the DON OGC, is responsible for providing legal advice, services, representation, legal approvals, legal opinions, and legal interpretation of statutes, regulations, and case law, to the Commandant and the Marine Corps in all areas relating to installation law, including land use law, environmental law, civilian personnel and labor law, procurement law, business and commercial law, and such other areas of law that support Marine Corps interests.

There is an anticipated vacancy for a senior supervisory attorney to serve in the position of Counsel, Manpower and Reserve Affairs, (M&RA), Quantico, Virginia. The Office of Counsel, M&RA is a headquarters level office under the Office of Counsel for the Commandant, U.S. Marine Corps, Washington, D.C. and the office of General Counsel for the Department of the Navy (OGC). The position supports the Deputy Commandant, Manpower and Reserve Affairs, U.S. Marine Corps and the seven divisions under the cognizance of the Deputy Commandant, to include the Wounded Warrior Regiment. The Office of Counsel, M&RA consists of a Counsel, two General Schedule Associate Attorneys, two Non Appropriated Fund Associate Attorneys, and one (1) paralegal. The Office of Counsel is located at Quantico, Virginia.

The Office of Counsel, M&RA, is responsible for the full range of Navy OGC legal services, with special emphasis on civilian personnel law and ethics. The successful candidate will have significant experience in one or more of these areas, as well as significant supervisory experience, the demonstrated ability to work with general officer and Senior Executive Service (SES) clients, as well as senior military and civilian clients, and the ability to maintain cooperative relationships with senior staff members in a dynamic organization. The office also provides legal services in the areas of procurement law, standards of conduct, FOIA/Privacy Act, audits and investigations, non-appropriated funds, and other general business law matters. The duties of this position require occasional travel.

The position will be filled under the General Schedule (GS) at the GS-15 level. To be selected at the GS-15 level, a candidate must have at least five and a half years of relevant legal experience.

Applicants will be evaluated on the following six (6) factors: 1) length of professional legal experience in civilian personnel law and ethics; 2) have demonstrated experience supervising attorneys or similar experience in an attorney leadership role; 3) possess excellent analytical, research, and writing skills; 4) possess excellent oral communication and interpersonal skills; 5) demonstrate an ability to establish relationships and work effectively with General Officers and members of the Senior Executive Service, as well as senior military and civilian clients; and 6) demonstrate an ability to respond quickly, accurately, and creatively in a fast-paced environment with little direct supervision. Familiarity with the Department of the Navy, OGC, and the United States Marine Corps is not required, but is desirable. Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel or Law Firm/Office beyond the day to day legal practice are desired.

The successful candidate will have daily interaction at the General Officer and SES levels within the Department and will often be called upon to provide the definitive position for the Office of Counsel for the Commandant. As such, he/she must be comfortable and poised in dealing with personnel at this level.

The successful applicant must have graduated from a law school that is accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. An applicant must be a U.S. citizen, and must be able to obtain and maintain a Secret level clearance. The successful candidate will be required to file an annual form OGE-450 (Confidential Financial Disclosure Report).

Interested attorneys may contact Mr. Robert Cheshire at 703-432-9560 or by email at Robert.cheshire@usmc.mil for more information.

Applicants must submit a cover letter explaining their interest in the position; a resume; two legal writing samples (less than 10 pages each; the sample may be a part of a longer document) that demonstrate analytical and written communication skills; his/her two most recent performance appraisals, if available; and the names and telephone numbers of their current supervisor and at least three references (other than current supervisor) who may be contacted. Applicants should clearly indicate if they do not want their current supervisor to be contacted, should that be the case. The cover letter should address when the applicant will be available to report for duty. Current Federal employees should also indicate their present GS and step level or equivalent grade and salary.

Applications by email are preferred and must be sent to Katherine.Aldrich@usmc.mil Please note the position and number in the subject line. Hard copy applications may be sent to the following address only via express delivery (FedEx, UPS, etc.):

Katherine Aldrich, Deputy Counsel (Code CL)

Headquarters, U.S. Marine Corps Rm 4E468

3000 Marine Corps Pentagon

Washington, D.C., 20350-3000

703-614-2150

Facsimiles will not be accepted.

This Personnel Notice will close on February 9, 2021 at 11:59:59 PM, EST, and complete applications must be received by this date and time to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at www.opm.gov.)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx>, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee

organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

Relocation expenses are not available.